



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER, BOX 8060  
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WgO 1510.25F  
G-3  
**NOV 29 2012**

WING ORDER 1510.25F

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: ENLISTED PROFESSIONAL MILITARY EDUCATION (PME) RESIDENT  
COURSE SELECTION

Ref: (a) MCO P1553.4B

Encl: (1) Criteria for Selection to Enlisted PME Resident  
Courses  
(2) Command Screening Checklist

1. Situation. To publish guidance concerning the selection of students to attend enlisted PME resident courses per the reference.

2. Cancellation. WgO 1510.25E.

3. Mission. The Marine Corps relies heavily on the professionalism of its Staff Noncommissioned Officers (SNCOs) and Noncommissioned Officers (NCOs) and continuing professional development is an important endeavor for both the individual Marine and Commander. The enlisted PME resident courses are available to perpetuate and enhance the professionalism of Marines selected for attendance.

4. Execution

a. Commanders's Intent. These courses are intended only for high caliber SNCOs/NCOs demonstrating potential for increased responsibility and advancement. Accordingly, Commanders have a vested interest in recommending only competent, reputable, and highly motivated Marines for Enrollment.

b. Concept of Operations

(1) 2d Marine Aircraft Wing (2d MAW) receives quotas for each enlisted PME resident course in proportion to the number of

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personnel eligible by grade within the Command, and subsequently reassigns quotas to subordinate units on the same basis.

(2) Nominations of candidates for enlisted PME resident courses as well as alternates is the responsibility of unit Commanders. A thorough screening using enclosures (1) and (2) is required to select individuals who meet all criteria.

5. Administration and Logistics. Commanders will ensure that nominees for these courses meet the selection criteria contained in enclosure (1). Enclosure (2) will be completed for all Marines attending a resident course with the exception of E-8 and E-9 seminars. Enclosure (2) will be attached to the document side of the Service record Book (SRB) prior to the Marine departing his/her unit. Additionally, Commanders will ensure that Marines report with SRBs and Health/Dental records.

6. Command and Signal

- a. Command. This Order is applicable to all 2d MAW units.
- b. Signal. This Order is effective the date signed.

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

CRITERIA FOR SELECTION TO ENLISTED PME RESIDENT COURSES

1. Nominees will meet the following minimum prerequisites:

a. Corporal's Leadership Course: Corporal with less than two years in grade with a minimum of one year remaining on active duty upon completion of course.

b. SNCO Academy Sergeant's Course:

(1) Sergeant with a minimum of one year remaining on active duty upon completion of course.

(2) Must have completed the Sergeant Non-resident Program.

c. SNCO Academy Career Course:

(1) Sergeant selected for Staff Sergeant or Staff Sergeant. Nominees must have a minimum of one year remaining on active duty upon completion of the course.

(2) Must have completed the Career Non-resident Program.

d. SNCO Academy Advanced Course

(1) Staff Sergeant selected for Gunnery Sergeant or Gunnery Sergeant. Nominees must have a minimum one year remaining on active duty upon completion of the course.

(2) must have completed the Advanced Non-resident Program.

e. Nominees for E-8 seminar and E-9 symposium will be recently promoted and have at least one year of active duty remaining upon completion of seminar.

f. Nominees for SEPME must be E-8 or E-9. Nomination must be submitted by command SgtMaj to Wing SgtMaj via Group SgtMaj.

2. All enlisted PME nominees will:

a. Demonstrate ability, professionalism, motivation growth potential for promotion, and receive favorable command endorsement.

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b. Have completed Command Screening Checklist (enclosure (2)) attached to left side of SRB (with the exception of E-8 and E-9 seminar participants).

3. All nominees not having sufficient obligated service must have a page 11 entry indicating agreement to reenlist/extend in order to meet course prerequisites.

Enclosure (1)

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COMMAND SCREENING CHECKLIST

1. Purpose. To assist in the preparation and selection of Marines for resident enlisted PME courses.
2. Information. PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival or dropped from the course, it is necessary for the parent command to ensure their marines satisfy enrollment prerequisites set fourth in MCO 1553.4 and this checklist.
3. Action. The checklist on the reverse side will be completed, signed by the commanding officer and Sergeant Major, and attached to the left side of the Marine's SRB prior to departing parent unit. The checklist will be destroyed upon completion of the school.

Enclosure (2)

## Resident SNCO Academy Command Screening Checklist

1. **Purpose:** To ensure Marines selected to attend resident Enlisted Professional Military Education are fully qualified.
2. **Information:** PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4A and this checklist. A failure to satisfy any of the prerequisites on the checklist disqualifies a Marine from attending the course.
3. **Action:** The completed Command Screening Checklist will hand-carried to the course of instruction and maintained in the Marine's student academic record. The checklist will be destroyed upon completion of TAD.

Privacy Act Statement
This Statement serves to inform you of the purpose of this data collection and to apprise how the collected data will be used. The Privacy Act System of Records Notice that allows for collection of this information is NM01500-2 DON EDUCATION AND TRAINING RECORDS located at <a href="http://www.privacy.navy.mil/privacy/noticenumber/NM01500-2.doc">http://www.privacy.navy.mil/privacy/noticenumber/NM01500-2.doc</a> . Please read this Statement carefully.
<b>AUTHORITY:</b> 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (SSN)
<b>PRINCIPAL PURPOSE:</b> Information is obtained to identify personnel who are assigned as students to a resident PME course of instruction. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database.
<b>ROUTINE USE:</b> Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at <a href="http://www.defenselink.mil/privacy/dod_blanket_uses.html">http://www.defenselink.mil/privacy/dod_blanket_uses.html</a> .
<b>RETENTION:</b> Automated MCTIMS records are retained permanently.
<b>DISCLOSURE:</b> Providing information on this form, including your Social Security Number, is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers), may serve as a basis for denied assignment to the course of instruction you are requesting to attend.

Name : _____		Grade : _____		
SSN : _____		Unit : _____		
1	<b>Course attending :</b>	<input type="checkbox"/> Sergeants	<input type="checkbox"/> Career	<input type="checkbox"/> Advanced
	<b>Prerequisites</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
2	Appropriate grade.	<input type="checkbox"/>	<input type="checkbox"/>	
	DOR :	<input type="checkbox"/>	<input type="checkbox"/>	
3	Meets minimum obligated service (1 year) upon completion of school in accordance with the MCTIMS school catalog.	<input type="checkbox"/>	<input type="checkbox"/>	
	EAS :	<input type="checkbox"/>	<input type="checkbox"/>	
4	Successful completion of appropriate grade level distance education program.	<input type="checkbox"/>	<input type="checkbox"/>	
	Program :	<input type="checkbox"/>	<input type="checkbox"/>	
	Date Completed :	<input type="checkbox"/>	<input type="checkbox"/>	
5	Possesses appropriate uniforms for the course. Uniform requirements can be obtained from the MCU/EPME website.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Meets height/weight standards per MCO 6110.3.	<input type="checkbox"/>	<input type="checkbox"/>	
	Date of Weigh-in :	<input type="checkbox"/>	<input type="checkbox"/>	
	Height :	<input type="checkbox"/>	<input type="checkbox"/>	
	Weight :	<input type="checkbox"/>	<input type="checkbox"/>	
	BF% (if required) :	<input type="checkbox"/>	<input type="checkbox"/>	

Prerequisites		Yes	No	Remarks
7	Assigned to the BCP and/or MAP program? ▪ If yes, Marine is disqualified from attending.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Physically capable of participation in a challenging combat physical training program and have passed a current PFT and CFT per MCO 6100.13. Date/Score Last PFT : Run Time : Flex Arm Hang/Pull ups : Crunches : Date/Score Last CFT : Mvmt to Contact : Ammo Lift : Maneuver under fire :	<input type="checkbox"/>	<input type="checkbox"/>	
9	Medically qualified (current physical) to participate in a challenging combat physical training program. In Full Duty Status. ▪ Note: Must be signed and stamped by a medical officer, civilian health provider, or independent duty corpsman. Date of Physical : Medical Officer Name : Medical Officer Billet :	<input type="checkbox"/>	<input type="checkbox"/>	
10	Capable of handling live ammunition and fire arms per the Lautenberg Amendment to the Gun control Act of 1968 (ALMAR 290/98 & MARADMIN 186/03).	<input type="checkbox"/>	<input type="checkbox"/>	
11	Formally assigned to a Permanent Limited Duty status in accordance with MARADMIN 228/06. ▪ If yes, identify nature of limitation(s) and contact the respective SNCO Academy Deputy Director to discuss facilities requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Are there any existing family or financial hardships that would preclude this Marine from attending the course?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Has the Marine been previously disenrolled from the course they are attending, as identified in item 1? Reason : Date Disenrolled : Location :	<input type="checkbox"/>	<input type="checkbox"/>	

Unit Sergeant Major

Phone #

Signature

Date

Unit Commanding Officer

Phone #

Signature

Date

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